



Job Title: Student Ministry Coordinator
Reports To: Student Pastor
Category of Employment: Part-Time, Administrative
Payroll Status: Hourly, Non-Exempt

JOB SUMMARY

The Student Ministry Coordinator supports the Northridge Student Ministry by helping to execute its vision, strategy, and day-to-day operations. This role is responsible for coordinating ministry activities, developing leaders and volunteers, supporting small-group systems, managing ministry logistics, and creating engaging environments where students can connect, grow, and be discipled. The Student Ministry Coordinator helps ensure all systems, events, and ministry experiences are organized, relational, and aligned with Northridge's mission to reach the next generation.

ESSENTIAL RESPONSIBILITIES

Ministry Leadership and Volunteer Development

- Recruit, schedule, and train volunteer teams of adults and students to create an engaging, smile-first ministry environment.
- Shepherd and empower coaches to lead volunteer teams effectively.
- Coordinate volunteer systems to ensure teams are equipped, supported, and aligned with ministry goals.
- Cultivate leadership development pathways for students and adult volunteers.
- Support the Student Pastor in implementing strategic initiatives for ministry growth.

Student Discipleship and Small Group Systems

- Monitor the health, structure, and effectiveness of student small groups to foster meaningful discipleship and community.
- Develop, monitor, and maintain small-group systems, assignments, and metrics for students, families, and volunteers.
- Collaborate with the Next Gen team to create cohesive discipleship pathways for students and families.
- Strategize with ministry leadership to engage and equip parents as the primary spiritual influencers in their homes.
- Support leadership development within small groups to ensure scalable, healthy ministry growth.

Event Planning and Ministry Programming.

- Ideate, plan, and execute engaging student ministry events, milestone experiences, and weekly programming throughout the calendar year.

- Coordinate all event logistics, including setup, preparation, volunteer support, registration, and check-ins.
- Collaborate with the Next Gen team to support church-wide initiatives and create cohesive ministry experiences.
- Participate in regular teaching opportunities and contribute to spiritually impactful ministry environments.
- Evaluate ministry effectiveness through feedback, assessment, and continuous improvement of events and programming.

Administrative and Operational Support

- Provide general administrative support, including:
 - Calendar management
 - Work order requests
 - Birthdays and celebrations
 - Day-to-day ministry operations
- Develop planning guides for major ministry events, including:
 - Goal setting
 - Key performance indicators
 - Progress monitoring
- Manage supplies and ministry resources to ensure environments remain organized and equipped.
- Maintain clear systems for communication, scheduling, and ministry execution.

Innovation and Strategic Growth

- Collaborate with ministry leadership to create innovative strategies for reaching the next generation.
- Support ministry systems with a holistic lens focused on growth, scalability, and discipleship effectiveness.
- Help create pathways for students to engage in community and spiritual formation.
- Contribute to long-term Next Gen strategic planning.

WHAT SUCCESS LOOKS LIKE

- Student ministry environments are organized, engaging, and relationally strong.
- Volunteers are recruited, equipped, and thriving in their roles.
- Small groups are healthy, effective, and scalable.
- Events are executed with excellence and strategic purpose.
- Parents are increasingly engaged in their child's spiritual formation.
- Administrative systems are proactive, organized, and sustainable.
- The Student Ministry Assistant consistently leads with flexibility, initiative, and a heart for discipleship.

GENERAL STAFF EXPECTATIONS

- Models Northridge Staff Values and adheres to the Employee Handbook.
- Aligns with Northridge's beliefs, mission, and outward values.
- Demonstrates commitment to team values:
 - Make it personal
 - Battle mediocrity

- Win as a team
- Give ministry away
- Be healthy / stay healthy
- Choose trust
- Participates actively in staff meetings, trainings, and church-wide events.
- Supports and advances the broader mission of Northridge Christian Church.
- Performs additional duties as assigned to support ministry effectiveness.

QUALIFICATIONS

- Highly collaborative team player with strong relational and emotional maturity
- Strong organizational, administrative, and communication skills
- Proactive, detail-oriented, and systems-minded
- Proven ability to quickly learn and manage organizational systems
- Demonstrates initiative, flexibility, and strong follow-through
- Exercises sound judgment, discretion, and confidentiality
- Comfortable adapting in fast-paced ministry environments
- Passion for student ministry and reaching the next generation
- Ability to lead, disciple, and develop leaders effectively

HOW TO APPLY

Interested candidates should submit their resume and relevant experience to Meaghan McBrayer at meaghanm@northridge.online and Joey Tuccillo at joeyt@northridge.online.

Please include “Student Ministry Assistant Application” in the subject line. Applicants should provide any relevant ministry, leadership, administrative, or volunteer experience that would support their ability to serve effectively in this role. Northridge is seeking candidates who are passionate about reaching and discipling the next generation and who align with the mission, values, and culture of Northridge Christian Church.